

Helpful Info for D3 Organizers

The Process:

- A minimum of two faculty members from two *different* departments teaching complimentary courses should collaborate to design an event around a single topic, film, guest lecturer, etc.
- Group submits proposal to D3 Committee. Usually takes about 1 week for a decision to be reached. Committee will let the submitters know if changes need to be made before approval.
- Proposals approved by the Committee will be sent to the Dean's Office for final approval.
- The Dean's Office will request any other relevant information needed for producing marketing materials.

General Format:

- 40-45 minute presentation, film, etc. **This portion should not be any longer so that students have time to *discuss*.**
- Dinner
- Students from different classes/disciplines sit at tables with one faculty facilitator to discuss aspects of presentation.

Specifics:

1. **Scheduling:**
 - D3s take place on Wednesdays of the odd weeks of the term from 5-7pm.
 - Dates cannot be reserved prior to proposal approval by the Committee.
2. **D3s Cannot Be Mandatory:** D3s are meant to enrich course curricula but they are **not mandatory**. Professors involved in organizing the event or interested in the event can invite their classes, but cannot make attendance mandatory. D3s should not take the place of a class or be scheduled in any way to replace a class. These are solely voluntary events.
3. **Limited to 50 Undergraduate Students Only:**
 - D3s provide an informal, interdisciplinary environment in which students can discuss chosen topics openly. To allow all in attendance the opportunity to speak, events are **limited to 50 participants**.
 - While we appreciate our faculty and staff, D3s are open to **students only**. There should be 6-7 faculty members total, so that one may serve as a facilitator at each table. This total (6-7 faculty) should include those organizing the event and any guest speakers.
 - Events are open to all **undergrads**. However, if a grad or online student asks to attend, they should not be turned away.

4. **Time Management:** The main goal of these events is provide students with the opportunity to *discuss*. The lecture, panel discussion, film screening, etc., should last about 45 minutes, leaving the rest of the time for dinner and discussion. If you're planning to show a long film, please be sure to use excerpts only. Events should not exceed 2/2.5 hours.
5. The Dean's Office is responsible for the following:
 1. Reserving and paying for the room. Rooms are reserved prior to the start of the academic year. Most events take place in the Sky View Lounge on the 6th floor of MacAlister Hall.
 2. Ordering and paying for food. This is also done far in advance for all events.
 3. Promoting the event in the following ways:
 - a. College-wide emails
 - b. Posters
6. **RSVPs:** The Dean's Office does not manage RSVPs. This is the responsibility of those organizing the event.
7. **A/V Materials:** If your event requires AV materials, please let the Dean's Office know so we can include that in the Event Services order. The Sky View comes equipped with a podium, projector and projection screen.
8. **Honoraria:** Typically, D3s do not include honoraria. However, if an honorarium is requested for an external presenter, the Dean's Office will evaluate the request during the approval process. While there is not a set limit for honoraria, they generally do not exceed \$500.
9. **Photography/Videography:** The Dean's Office can provide photography for D3 events upon request. If you would like the event videotaped, you will need to organize that on your own. Please keep in mind that permission forms will need to be signed if you plan to tape students.
10. **Repeating a D3:** A D3 can be repeated at another time only if it is done from a different perspective with different speakers.